

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

Tuesday 24th March 2020, by email due to Covid19 pandemic

Present:

Nigel Frankland
Alison Wakeham
Angela Belgrove
Keith Cowley
Isobel Pugh
Christine Stevens

Chair
Vice-Chair/Responsible Finance Officer

Ann Baker
Members of the public:

Clerk to the Council
none

126. **Apologies** - none

127. **Declarations of Interest regarding agenda items** - none

128. **Adjournment of the meeting for public participation, Co. & Dist. Cllrs reports:** - none

Approval of the minutes of the Parish Council meeting held on 14th January 2020, the minutes were adopted as a true and accurate record.

It was resolved to approve the minutes, proposed Cllr. Stevens, seconded by Cllr. Cowley, all in favour

130. **Matters Arising from the minutes not on the agenda –**

130.1 (118.2) - Soil for the BMX track – this is on-going

130.2 (118.3) - B4RN cabinet – the necessary papers have now been signed off, the concrete pad is due to be laid

130.3 (118.4) - Playing Field hedging – this has been carried out; Thelveton Estates have also cut Shimpling Churchyard hedge

131. **Correspondence as listed on the attached schedule** - noted

132. **Planning – to consider planning applications received for consultation which have been received prior to the meeting & which members have been previously advised:** none

132.1 **Consultees reports of Planning Decisions made by SNC:**

133. **Finance** -

133.1. - **Approval of payments and receipts report as distributed at the meeting:**

It was resolved to approve the report, proposed Cllr. Belgrove, seconded Cllr. Wakeham, all in favour

Schedule of Payments for Approval

BACs/Cheques	Payments to:	Payments for Feb. & March 2020
PO 160	H. Drake	Caretaker – Jan. invoice
PO 161	Baker	Clerk – Jan. salary
TR 07	Lloyds Asset reserve a/c	CIL Funds
PO 162/000013	Royal British Legion	Donation for Poppy Appeal – re-issue PO 142/000012
PO 163/000014	P. Newby	Hedge trimming of Playing Field Re-issue of PO 159

Approved..... Date.....

PO 164	Diss Town Council	Contribution to Diss & District N.Plan
PO 165	H. Drake	Caretaker – February invoice
PO 166	Baker	Clerk – February salary
PO 167	A.Wakeham	Website fees – Jan. – March '20
PO 168	H.Drake	Caretaker – March Invoice
PO 169	HMRC	PAYE – 4 th Quarter – Jan. – Mar.31 st
PO 170	A.Baker	Clerk – March salary
	Receipts since last meeting	
RO 36	HMRC	VAT return – 3 rd quarter
RO 37	Came & Co./Ecclesiastical	Settlement for fence damage
RO 38	SNC	Grant for VE celebrations

133.2 - Approval of statement of accounts report as distributed at the meeting:

it was resolved to approve these statements, proposed Cllr. Cowley, seconded Cllr. Belgrove, agreed by all.

133.3 - The RFO and Clerk will deal with routine , budgeted expenditure (PAYE) etc. and notify Councillors. Any extra payment will be circulated prior to payment. As the end of the Financial Year is close there will not be many more payments to go out of the current account.

134. Highways & Footpaths:

134.1 - **Highways** - nothing to report

97.2 - **PROW** - Cllr. Stevens reported that many of the cross field footpaths have been cultivated, it is hoped they will be reinstated in the near future. A. Mann has recently trimmed overgrown hedging that runs parallel to the Playing Field. Cllr. Stevens has started a spreadsheet detailing all the footpaths with a view to logging the presence and condition of all fingerposts.

97.3 - **Shimpling BOAT** - Cllr. Frankland had circulated a brief update - the proposed meeting was cancelled (due to Covid19 restrictions), the advert for a Road Traffic Order, did not appear in the EDP excluding four-wheel motor vehicles appeared in the EDP, therefore the timetable for providing comments has not been set. The posters for display in Back Lane, Shimpling whilst people were 'confined to barracks' were also postponed until 'normal' business resumes. The Chair was thanked for his persistence with this matter.

The Chair thanked Cllr. Stevens for her work on the PROW to date.

135. Playing Field:

135.1 - **Grounds maintenance** - Norse Grounds Division has ceased working. Quotes have been sought from A. Page (who cuts the Orchard area) and Excite Solutions, Hoxne, Clerk to circulate once these arrive;

135.2 - **BMX Track** - due to the poor weather this has not progressed as yet, purchase of top soil will be looked into by Cllr. Cowley;

135.3 - **B4RNs cabinet** – Cllr. Cowley reported that temporary fencing and notices have been erected in preparation for B4RN works, these will be removed until after the current pandemic; Cllr. Wakeham added that following on from discussion with Thelveton Farm Estate, B4RN agreed that ducting could be laid as part of Route 1 (Burston to Shimpling) in fields which were otherwise going to be unavailable for many months. David Evans, Jane Fishwick assisted with the ducting. As a lockdown has been imposed all volunteer work has ceased around the UK. The third field will now wait until after harvesting, including the base for the cabinet on the playing field;

135.4 - **Fruit trees** - Cllr. Cowley inspected these recently and it appears that one of the trees has died over the winter;

135.5 - **Bikes, Bands & Beer event** - the organisers did not take up the offer to use the Playing Field for parking, due to Covid19 it is probable the event will be cancelled;

135.6 - **Repairs to the safety matting and grassed areas** - Cllr. Cowley reported that due to the inclement weather recently there has been no action to replace the matting. The play equipment area has been closed due to the pandemic, notices and cable have been placed on the gates;

Clerk

KC

135.7 - **Benches** - Cllr. Frankland reported that the Caretaker had replaced the broken slats on the benches in Shimpling and at the bus stop bench in Burston (opposite the bus shelter), the oak replacements have been painted too.

The Chair thanked Cllr. Cowley for his work.

- 136. Delegation of decisions during the Covid19 virus restrictions to enable the Parish Council to fulfil its responsibilities to residents** - it was resolved to delegate powers to the Clerk, decisions will be made after consulting with the Chair and Vice Chair in an emergency, and after all Councillors have been consulted for ordinary decisions. Proposed Cllr. Cowley, seconded Cllr. Belgrove, all in agreement
- 137. Regular meeting places and dates** - it was resolved to defer this decision until after restrictions have been lifted
- 138. Defibrillator update** - Cllr. Pugh has submitted a grant application to Adnams, currently there are no meetings of the Grants Team, they will notify Cllr. Pugh of the recommencement of grants applications
- 139. Neighbourhood Planning report** - Cllr. Wakeham reported that the Diss and District NP now have a Consultant and a working group to investigate Local Green Spaces. Improving Transport Links (on foot, by cycle etc.), assessing Local Heritage Assets that are currently not listed, two volunteers are gathering evidence. The routine Steering Group only had half the team attend the last meeting due to the virus. It is unfortunate timing that the team are now in a position to make more progress with the NP, but all aspects are delayed. Virtual meeting may be trialled, contact will be maintained via email. The Chair thanked Cllr. Wakeham for the report and work to date.
- 140. Speedwatch and SAMs report** - Cllr. Cowley reported that Jim Rudd had advised that all Speedwatch activities have been suspended for the time being; The SAMs machine is currently situated on Diss Road, outside The Retreat
- 141. Emergency Plan report:** the Chair reported that the Emergency Plan is working. Mike Warwick has the details of at least 15 volunteers, to date there have been two calls for help. It is anticipated that as time moves on, food supplies may dwindle and more help will be required. The Burston Crown is running an emergency shop and take-away, various shops in Diss are offering delivered services, SN Help Hub are offering financial, wellbeing and health support.
- 142. Annual Parish Meeting** - this is deferred until June and for further instruction from Central Government to arrive
- 143. Annual Litter Pick** - it was resolved to postpone this until September time
- 144. Arrangements for VE Day** - it was resolved to postpone this until September, when it may be combine with VJ celebrations and the overcoming of the current adversity, retaining the SNC grant until a definite decision can be taken
- 145. Date of Next Meeting and items for inclusion on the agenda (not for discussion):**
To be confirmed, there will be a trial Virtual meetings in the meantime.
Items for inclusion on the agenda: tree planting along the western boundary of the playing field

APPENDIX I – MINUTE 131

Schedule of Correspondence – not on the agenda

Email Correspondence

	Subject	From	Contents	Action
1.	Weekly Planning lists:	SNC	Decisions & new planning applications	Fwd to All
2.	Weekly Digest	Rural Services Network	Weekly news around the country	Fwd. to All
3.	Weekly News	Community Action Norfolk	Weekly updates from CAN	Fwd to All
4.	NP Meeting	Diss Town Council	Agenda, minutes etc. for meeting	Fwd. AW
5.	Crime/Speedwatch	Police	Monthly review	Fwd. to All
6.	Newsletter	Parish Online	Bi-monthly updates	Fwd. to All
7.	Precept	SNC	Confirmation of return date	Fwd. to All(7.12)
8.	Donations	CAB	Bi-annual newsletter & appeal for donations	Fwd. to All (18.12)
9.	GNLP	SNC	Invite to seminar at SNC in Jan.	Fwd. to All 23.12)
10.	Overnight camp	Haigh	Use of land outside St. Georges, for night hike	Fwd. to NF/AW(06.01.20)
11.	Insurance claim	Came & Co.	Refund of costs for repair	Fwd. to All (08.01)
12.	GNLP consultation	CPRE	Info. initial comments on the forth coming consultation from NCC	Fwd. to All (8.01.20)
13.	Footpath seminar	SNC	Parish paths seminar in Feb.	Fwd. to All (9.01)
14.	Meeting dates	Norfolk Constabulary	Street clinics, next local mtg	Fwd. to All (10.01)
15.				
16.				
17.				
18.				
19.				
20.				
21.				

Postal Correspondence –

	Subject	From	Contents	Action
22.	Bank Statements	Lloyds	statements	Filed by Clerk
23.				
24.				